Development for New Line Managers

# HR Essentials

All new managers should attend this 90-minute session to provide you with essential information related to your people responsibilities. It’s recommended that you attend as soon as possible after appointment into a line manager role.

This online session will:

- show you where to find information and policies on the HR website

- explain the information available from Manager Self Service

- highlight who does what within the HR team

Dates are available at regular intervals. Please book your place via [UoRLearn](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard)

# New Line Manager Induction

This programme is designed for colleagues who are new to management, who have direct line management responsibility for at least one member of staff. It is relevant whether you’ve been promoted internally or have joined from another organisation and ideally you would attend between three and six months after appointment.

The programme will enable you to explore your management style and work through scenarios that you may encounter as a manager. It’s also an excellent opportunity to network with other newly-promoted managers across the University and meet colleagues from Professional Services who can provide further support and advice when needed.

A delegate on a previous cohort commented: “*Thanks again for a really useful set of training - it's been wonderful to meet so many colleagues through this time and to gain a sense of the core themes to underpin my role as a manager here*”.

**Programme Aims**

By the end of this programme, you will be able to:

* Understand your people and financial responsibilities
* Know the expectations of managers in the UoR context
* Be familiar with key UoR policies and procedures
* Know where, how and when to access further information and support when needed
* Practice techniques to maximise performance within your team
* Access further development opportunities for you and your team

**Cohort Dates**

You must be able to attend in person both dates in full at the Whiteknights Campus.

|  |  |  |
| --- | --- | --- |
| **New Line Manager Induction cohort 5** | **Date** | **Time** |
| Day 1  The Role of a Manager at UoR  Responsibilities of a Manager (Safety and Financial) | 31.01.2023 | 9.30 – 4.30 |
| Day 2  Responsibilities of a Manager (People)  Maximising Performance | 09.02.2023 | 9.30 – 4.30 |

If you would like to attend, you need to line manage at least one person. Please book yourself on Day 1 and Day 2 on [UoRLearn](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard).

**Related Courses**

Other courses you may be interested in are Confident Conversations for Managers and Coaching Skills for Leaders.

If you are a supervisor or you wish to become a manager in the future, you may be interested in our new course for Aspiring Managers. This provides an overview of the role, responsibilities and skills associated with effective management practice and an opportunity to hear from others who have recently stepped into management for the first time.

All these courses are bookable within [UoRLearn](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard).